

# Standards of Apprenticeship

Division of Apprentice Training  
Department of Workforce Development  
Commonwealth of Massachusetts



## Employer-Program Sponsor

Formulated

By

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**Training Program Sponsor** (Please Sign In Blue Ink)

**Address:** \_\_\_\_\_

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**It has been recognized by \_\_\_\_\_ that to train skilled  
Company Name**

**mechanics there must be a well developed plan of work experience supplemented with related classroom instruction. This recognition has resulted in the development of this Apprentice Program in accordance with the Standards of Apprenticeship as recommended by the Massachusetts Apprentice Council, The Division of Apprentice Training 453 CMR 7.00 and the Federal Bureau of Apprentice Training CFR 29.29 and CFR 29.30.**

**It is the desire of this company to cooperate with the Division of Apprentice Training in the training of apprentices and to assure said apprentices that if they will diligently apply themselves to the learning of a trade, they will be afforded an opportunity to become skilled craftsmen.**

## Definitions

**"Apprentice"** shall mean a person who has agreed, and signed an apprentice agreement, with the employer to acquire the trade as outlined in these standards.

**"Employer"** shall mean the Training Program Sponsor as identified on the application and standards.

**"Approving Agency"** shall mean the Division of Apprentice Training, Massachusetts Department of Labor and Industries.

**"Supervisor of Apprentices"** shall mean the person designated to perform the duties outlined in these standards.

**"Related Training"** Related trade subject classes that the apprentice is required to attend for approximately 150 hours per year each year of their apprenticeship. This will not be included in the on-the job training hours.

**"Apprentice Agreement"** shall mean a written agreement between the employer and the person employed as an apprentice, which agreement will be signed by the employer and the apprentice, and if the apprentice is a minor, by the parent or guardian. Every agreement shall be approved by and filed with the Division of Apprentice Training, Massachusetts Department of Labor and Workforce Development.

**"Parties to the Apprentice Agreement"** shall mean the apprentice and the parent or guardian, if the apprentice is a minor, and a duly authorized representative of the company each of whom shall sign the agreement.

**"Standards of Apprenticeship"** shall mean this entire document including these definitions.

# Standards For Apprentice Programs

1. The apprentice must be employed and trained in an apprenticeable occupation as defined in 453 CMR 7.02
2. The apprentice will be provided no less than 2,000 hours per year of employment in the relevant occupation.

2A. The first 1000 hours or six months of employment for the apprentice shall be a probationary period. During this probationary time the agreement may be canceled by either party to the agreement by notifying the other. The Division shall be notified of all such cancellations within 30 days.

2B. The employer intends and expects to give the apprentice continuous employment and will use its best efforts to keep the apprentice employed during the full term of apprenticeship.

If any apprentice is temporarily released due to business conditions, that apprentice shall be given the opportunity to be reinstated before any additional apprentice is employed in the same trade.

3. The apprentice shall be provided with a description of the work process in which he or she will work and approximation of the portion of the time to be spent in each major process.

3A. The work experiences need not be in the precise order as listed, nor do the scheduled hours on any operation need be continuous, to permit the flexibility necessary to normal shop production hours.

4. The apprentice sponsor shall ensure that the apprentice receives approximately 150 hours per year of related instruction in all subjects related to the trade. Such instruction may be given in a classroom or through correspondence courses or other forms of self study, but must be approved by the Director. The sponsor will not necessarily be responsible for the cost of the related instruction or any books, other written materials, or supplies necessary for such instruction. If, however, the apprentice is to be responsible for all or any portion of such costs, the apprentice agreement must contain an explicit statement to that effect; the employer is responsible.

5. The sponsor must ensure that the apprentice will be paid no less than the amount specified in a predetermined schedule of wage rates. Such wage rates will be expressed as a percentage of the established journeyman rate and shall progressively increase consistent with the level of skill acquired by the apprentice for the duration of time that the apprentice participates in the apprentice program. The apprentice's scale of wages shall average not less than 50% of the Journeyman rate over the term of the apprenticeship; (see attached wage sheet).

6. The journeyman's rate used for establishing the apprentice's wage schedule shall be stated in dollars and cents and shall be reviewed annually and, if appropriate, re-adjusted.

7. The entry apprentice wage rate shall be not less than the minimum wage prescribed by applicable state or federal law.

8. The apprentice will be under the general supervision of the journeyman with whom the apprentice will work and the direct supervision of the employer or Master Supervisor whose duty it shall be to see that the Apprentice receives the work experience outlined in these Standards.

9. The apprentice sponsor may preclude an apprentice from obtaining the next step in the apprenticeship or extend the apprenticeship when the apprentice does not achieve the level of competency necessary for advancing or completing the program. However in such a case the apprentice's periodic evaluation shall describe the reasons for such action and the apprentice notified. The evaluation (initialed by the apprentice) shall be forwarded to the Division with a request for an extension of the apprentice's agreement. In no event shall the term of the apprenticeship be extended more than two six months periods over the term of the apprenticeship except on a case by case basis.

10. The ratio of apprentices to journeypersons indentured by the apprentice program sponsor shall not exceed the ratios specified in the most recent version of the Division's Ratio Policy Implementation Manual; Publication # 16,445-62-50-9-90-CR

11. The apprentice shall be trained in safe and healthful work practices and shall work only in environments that comply with all applicable Massachusetts and federal occupational safety and health standards;

12. The apprentice shall not be less than 16 years of age. The employment of apprentices between the ages of 16 and 18 shall comply with all Massachusetts and federal child labor laws.

13. The apprentice training sponsor may, at it's discretion, grant credit or advanced standing to an apprentice for hands-on training or related instruction which the apprentice may have obtained while previously participating in other apprentice programs or while employed by previous employers. However, such previous training or experience must be documented and comply M.G.L. c 23, s/s 11E through 11W and 453 CMR 7.00. Step increases in pay shall be commensurate with the credit given to the apprentice. The granting or denial of credit or advanced standing to any particular apprentice must conform to the apprentice program sponsor's stated policy on this issue as described in the apprentice application materials and in the apprentice agreement. However no more then one -half the program will be accepted based on previous experience or training.

14. Upon successful completion of the apprentice's program, the apprentice program sponsor shall recommend to Division that a State Certification be awarded.

15. The apprentice program sponsor shall establish a procedure to receive, investigate, and resolve complaints and concerns raised by the apprentices relative to the apprentice program. To the extent possible, confidentiality of the information provided to the apprentice program sponsor concerning matters raised by apprentices shall be maintained

16. The records of the apprentice's work experience and related training instruction shall be kept by the employer and will be available for examination by Field Representatives of the Division.

For employers with five or more apprentices, affirmative action information will be kept by the employer and available for review yearly by a Field Representative from the Division.

17. These standards shall be submitted to the Massachusetts Division of Apprentice Training for approval and will become effective upon the date of approval.

18. These standards of Apprenticeship may be amended by the employer provided such amendments are approved by the Massachusetts Division of Apprentice Training. A copy of all changes shall be furnished to each apprentice.

19. Within 30 calendar days of an apprentice s cancellation or completion of the apprentice training program, the apprentice program sponsor must send written notification thereof to the Division.

20. Every apprentice agreement entered into under these Standards of Apprenticeship shall contain a clause making the standards a part of the agreement with the same effect as if expressly written therein. For this reason, every applicant (and the parent or guardian, if the applicant is a minor) shall be given a copy of the Standards of Apprenticeship and an opportunity to read them before any signature is affixed thereof.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Sign In Blue Ink)

Standards of Apprenticeship Wage Sheet

Per section 5, through 7

Wage Scale:                      Period – (Hours, Months, Years) \_\_\_\_\_  
Number - Period

This is to be expressed in percentages %

1 <sup>st</sup>		5 <sup>th</sup>		9 <sup>th</sup>		13 <sup>th</sup>	
2 <sup>nd</sup>		6 <sup>th</sup>		10 <sup>th</sup>		14 <sup>th</sup>	
3 <sup>rd</sup>		7 <sup>th</sup>		11 <sup>th</sup>		15 <sup>th</sup>	
4 <sup>th</sup>		8 <sup>th</sup>		12 <sup>th</sup>		16 <sup>th</sup>	

This is to be expressed in dollars and cents

Minimum journeyperson's wage rate as of: \_\_\_\_\_ \$ \_\_\_\_\_ per hour

<u>For the Union</u>		<u>For the Company</u>	
Union		Company	
By		By	
Title		Title	
Date		Date	

**Approved for potential number of apprentices per trade:**

\_\_\_\_\_  
\_\_\_\_\_

**For the Division** \_\_\_\_\_ **Compliance Officer**      **Date:** \_\_\_\_\_

**Reviewed by** \_\_\_\_\_ **Deputy Director**      **Date:** \_\_\_\_\_